



Town of Elsmere

Job Description

Secretary I

Pay Grade	FLSA Status	Last Reviewed
1	Non- Exempt	February 2008

POSITION OVERVIEW:

This position is responsible for routine secretarial assignments or a series of clerical and secretarial tasks and does related work as required. This class is distinguished from the Secretary II class primarily by the less complicated and more restricted clerical and secretarial assignments and responsibility.

ESSENTIAL FUNCTIONS:

An employee in this position is responsible for a small office with limited organizational and program responsibilities, where typically an administrative supervisor oversees the duties performed. As more routine tasks are mastered, assignments of increasing difficulty are made. A Secretary I may check the work of a small group of clerical employees and assist with training of new employees but does not exercise regular supervision over others.

- May be asked to take and transcribe dictated material from notes or tapes;
- Types various documents from clear copy or rough drafts;
- Schedules meetings, prepares reference material and provides minutes of proceedings;
- Acts as receptionist, answering written and oral requests for routine information, receiving telephone and personal callers and routing them to the proper employees;
- Takes reports from the public and secures necessary information for appropriate action;
- Transmits instructions from supervisor;
- Maintains various records and prepares standard reports from such records;
- Verifies records and documents, checking for clerical and mathematical accuracy and completeness and processes for further action;
- Receives and distributes incoming and outgoing mail;
- Sorts and files correspondence and other materials alphabetically or by other predetermined classification and retrieves filed materials;

- Assists supervisor by making appointments;
- Maintains inventory of office supplies and replenishes stock when necessary by completing requisitions;
- Operates common office equipment, including remote computer terminal, incidental to clerical and typing duties;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Performs such other duties as may be assigned.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Business English, spelling and arithmetic;
- Modern office practices, procedures and equipment.

Skill In:

- Operating a typewriter, computer and other common office equipment;
- Taking and transcribing dictation from tape.

Ability To:

- Make arithmetical calculations such as addition, subtraction, multiplication and division;
- Learn assigned clerical tasks readily, adhere to prescribed routine, develop some skills in the operation of other common office equipment;
- Maintain clerical records and compile reports from this information;
- Work cooperatively with the public and other Town employees;
- Communicate with individuals in a face-to-face, one-on-one sitting or by telephone;
- Work safely without presenting a direct threat to self or others;
- Operate a typewriter, PC, or other keyboard device;
- Understand and follow oral and written instructions given in the English language.

ADDITIONAL REQUIREMENTS:

The responsibility for the transcription of meeting minutes for the Mayor and Council, Planning Commission, Board of Adjustments, Pension Committee and Finance Committee are dispersed though Secretary I, Secretary II, Secretary III, Account Clerk I, Account Clerk II, Account Clerk III, Administrative Assistant I and Senior Tax Clerk, positions. Therefore this position may transcribe meeting minutes.

- Must be proficient in the use of computer software programs such as Microsoft, Word, Excel and Outlook;
- Must pass a pre-employment criminal background check, alcohol and drug screening, driving record check.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of basic clerical experience, including training or experience in typing. Other combinations of experience and education which meet the minimum requirements may be substituted.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, distinguishing smells and repetitive motions;
- Must be able to perform medium work exerting up to 30 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, work with accounting data, operate a computer, use measurement devices, and be able to inspect work of others.